



DEFENSE LOGISTICS AGENCY
HEADQUARTERS
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IN REPLY
REFER TO DB

April 17, 2001

MEMORANDUM FOR DIRECTOR, DLA SUPPORT SERVICES
COMMANDERS, DEFENSE SUPPLY CENTERS
COMMANDER, DEFENSE DISTRIBUTION CENTER
DIRECTOR, DEFENSE ENERGY SUPPORT CENTER
ADMINISTRATOR, DEFENSE NATIONAL STOCKPILE CENTER
COMMANDER, DEFENSE REUTILIZATION AND MARKETING SERVICE
COMMANDER, TELEVISION-AUDIO SUPPORT ACTIVITY

SUBJECT: Small and Disadvantaged Business Office Review

A team from the Office of the Secretary of Defense (OSD) conducted a review of a recent high-visibility procurement at a Defense Supply Center (DSC). The team found that the procurement was conducted properly in all respects, except for the failure to document a review of the procurement before solicitation by the contracting activity small business specialist on DD Form 2579, Small Business Coordination Record. In the specific case reviewed, this oversight did not have a substantive impact, since small business was utilized to the maximum extent possible. However, OSD directed that DLA review a sample of DSC contract files to determine whether small business coordination is being properly documented in contract files.

DLA's review of the DSCs has been completed. It found that compliance with DD Form 2579 requirements is not consistent across the Agency. Therefore, I direct each addressee to review your internal procurement operations to ensure the requirements of FAR 19.201(d)(10) and DFARS 219.2019(d)(10) are being complied with. Report back to this Headquarters, Attention: DB, within 30 days of the date of this memorandum on the following: (1) controls in place to ensure contract files are being properly documented with DD Form 2579, (2) any corrective actions you have taken as the result of the previous Headquarters review or your own internal review to ensure compliance with DD Form 2579 requirements, and (3) any action DLA Headquarters can take to assist you in meeting DD Form 2579 requirements.

In addition, within 90 days of the date of this memorandum, this Headquarters will initiate another sampling of contract files at all buying activities, to check on DD Form 2579 compliance. The purpose of that review will be to determine if further action is needed.

I believe that our buying personnel strive to comply with all small business requirements. The Small Business Coordination Record is a fundamental tool to ensure that we are meeting those requirements. I appreciate your support in these efforts.

HENRY T. GLISSON
Lieutenant General, USA
Director

